

**Housing Authority of City of Burlington Wisconsin
Riverview Manor**

August 9, 2018

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, August 9, 2018 at 6:00 p.m. at Riverview Manor. The meeting was called to order by Chairman Petersen.

COMMISSIONERS PRESENT: Chairman Petersen, Vice Chairman Heck, Secretary Smith, Commissioner Merten, Commissioner Lapp and Manager Arlene Odeja.

Minutes from the regular monthly meeting held July 11, 2018 were reviewed. A motion to approve the minutes as written was made by Heck, seconded by Merten and carried unanimously.

FINANCIAL REPORT: Reserve Account balances as of July 31, 2018. (See statement balance sheet). Discussion was held on the reserve account at Associated Bank. A motion to initiate the move of the reserve account from Associated Bank to Town Bank was made by Heck, seconded by Merten and carried unanimously with John Smith abstaining.

OCCUPANCY REPORT: Manager Odeja reported 61 on the waiting list for one-bedroom units and 6 for two-bedroom units. Unit 116 will be vacating on August 31.

BUILDING AND MAINTENANCE: Manager Odeja gave a report on the maintenance items that were taken care of in July. See attached report for details.

An update on the 6 units that have been inspected for bed bugs was given by Manager Odeja – further monitoring will take place.

Manager Odeja will explore storage shed options for our facility.

A motion was made to accept Arbor Images or Bieneman Tree Service proposal for tree maintenance up to \$5,000.00 by Lapp, seconded by Heck and carried unanimously.

COMMUNICATION: Copies of the monthly operating statements, bills and bank statements were dispersed and reviewed by board members.

NEW BUSINESS: Discussion on 2018-2019 budget-a motion was made to approve the 2018-2019 budget subject to Rural Development approval by Merten, seconded by Lapp and carried unanimously. Manager Odeja reported that the Rural Development audit completed in July of 2018 came back very positive with only a few minor findings to report. The full report is on file in the office.

A motion to approve salaries for 2018-2019 year and Manager hours to be from 8:00 a.m. to 4:00 p.m. made by Merten, seconded by Heck and carried unanimously.

There was a discussion on succession planning for maintenance.

OTHER BUSINESS: None

ADJOURNMENT: There being no further business, a motion to adjourn was made by Merten, seconded by Heck, and carried unanimously. Meeting adjourned at 7:25 p.m. The next monthly meeting is tentatively scheduled for September 13, 2018 at 6:00 p.m.

A handwritten signature in cursive script, appearing to read "John Smith", written in black ink.

John Smith, Secretary